

Employee Hiring Checklist

By Alex Strickland

- ☐ Determine job position
 - ☐ Determine the need for a new or replacement position.
 - ☐ Hold a recruiting planning meeting with the recruiter, the HR leader or the hiring manager.
 - ☐ Make a list of the key requirements for the position including special qualifications, traits, characteristics, and experience the candidate should possess.
 - ☐ With HR department assistance, write a job description which is up-to-date, realistic and includes all essential job functions.
 - ☐ Determine the salary range, bonuses and commissions for the position.
- ☐ Post job position
 - ☐ Post the position internally by using bulletin board.
 - ☐ Send an all-company email to notify staff that a position has been posted and that you are hiring employees.
 - ☐ Spread word-of-mouth information about the position availability in your industry and to each employee's network of friends and associates.
 - ☐ Contact several recruiting agencies, discuss the terms and conditions they offer and sign a contract with the one that meets your requirements.
 - ☐ Network and post jobs on online social media sites such as Twitter and LinkedIn.
 - ☐ Post the offering on job portals or professional association websites.
 - ☐ Place a classified ad in newspapers.
 - ☐ Talk to university career centers.
- ☐ Screen candidates
 - ☐ Accept resumes and confirm their receiving.
 - ☐ Sort resumes according to your requirements and screening criteria.
 - ☐ Create a pre-interview questionnaire for the phone screening.
 - ☐ Phone screen the candidates whose credentials look like a good fit with the position.
- ☐ Interview candidates
 - ☐ Create interview questionnaire.
 - ☐ Phone the candidates to appoint interview dates and time.

- ☐ Hold screening interviews during which the candidate is assessed and has the opportunity to learn about your organization and your needs.
- ☐ Determine the appropriate people to participate in the second round of interviews.
- ☐ Schedule the additional interviews.
- ☐ Hire
 - ☐ Reach consensus on whether the organization wants to select any candidate.
 - ☐ Talk informally with the candidate about whether he or she is interested in the job at the offered salary and stated conditions.
 - ☐ Prepare a written position offer letter from the supervisor that offers the position.
 - ☐ Let the candidate sign the offer documentation to accept the job.
 - ☐ Schedule the new employee's start date.